



ADOPT-A-ROAD

Keep Our County Beautiful

NAME OF YOUR
ORGANIZATION

ADOPT-A-ROAD PROGRAM TABLE OF CONTENTS

1. Welcome Letter
2. Guidelines for Participation
3. Checklist for Leader
4. Cleanup & Safety Procedures
5. Adopt-A-Road Application
6. Adopt-A-Road Agreement



HARFORD COUNTY GOVERNMENT

Dear Harford County Citizen:

Thank you for your recent inquiry regarding Harford County's Adopt-A-Road Program. By participating in this program, you will help reduce litter along County roads and help maintain a clean environment.

In the enclosed packet of information, you will find the Adopt-A-Road Program guidelines, a checklist for the group leader, cleanup and safety procedures, and the Adopt-A-Road Application.

Please complete the application and return it to the Adopt-A-Road Program Coordinator, Department of Public Works, 3135 Scarboro Road, Street, MD 21154. Upon receipt of your application, we will inspect your requested road section for potential safety problems. If you have no preference of roads, we will assign one to you. After we have agreed on an acceptable road section, you will receive an adoption agreement to be completed and returned.

If you have any questions regarding the Adopt-A-Road Program or would like more information, please feel free to contact Dale Johnson at 410-638-3639.

Thank you for your interest in Harford County's Adopt-A-Road Program.

GUIDELINES FOR PARTICIPATION

1. The Adopt-A-Road Program is open to any group, family or single individual within Harford County. Businesses that wish to sponsor groups may do so.
2. Participants must be a minimum of 12 years old. Groups with members less than 16 years old must be supervised by an adult (18 years or older). At least one adult is required for every 5 participants less than 16 years old.
3. Groups are requested to adopt a one to three mile section of county road for a minimum of two years.
4. Litter should be picked up from your adopted road as needed. We request a minimum of four times a year with a major cleanup in April for spring cleaning.
5. You may request a specific section of road for adoption. However, for safety reason, some roads with narrow or no shoulders or with limited sight distances may be ineligible for adoption.
6. ADOPT-A-ROAD signs including your organization's name will be installed at each end of the adopted sections.
7. A removable safety warning sign, safety vests, plastic trash bags, and blue bags will be provided to each group for use during cleanup sessions.
8. Participants are encouraged to separate and recycle appropriate materials.
9. A designated Group Leader will be required for each organization to serve as the liaison with the Harford County Adopt-A-Road Program Coordinator. The Group Leader will be responsible for signing the Adoption Agreement, scheduling cleanup dates, checking out and returning safety gear and ensuring compliance with Cleanup & Safety Procedures.

ADOPT-A-ROAD
PROGRAM COORDINATOR
410-638-3639

GROUP LEADER'S CHECKLIST

BEFORE EVERY CLEANUP:

- ☐ 1. Notify the Adopt-A-Road Program Coordinator (410-638-3639) of cleanup date.
- ☐ 2. Notify your group of meeting place and time.
- ☐ 3. Before your scheduled cleanup, pick up supplies from Adopt-A-Road Program Coordinator during working hours (7am to 3pm Monday through Friday) .
- ☐ 4. Walk or drive your road segment prior to meeting with your group to note construction areas and other hazards. Share this information with your group in safety talk.
- ☐ 5. Remember to bring a first aid kit, plenty of water and directions to the nearest hospital.

AT THE MEETING PLACE:

- ☐ 1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- ☐ 2. Make sure there is at least 1 adult for every 5 participants under 16 years of age and that all participants are at least 12 years old.
- ☐ 3. Check for appropriate clothing. Hand out safety vests.
- ☐ 4. Ensure that participants are not under the influence of drugs and alcohol.
- ☐ 5. Review Cleanup & Safety Procedures with the group! This MUST be done before EVERY cleanup.

AT THE CLEANUP SITE, TEAM LEADERS SHOULD:

- ☐ 1. Check that cars are parked as far off the road as possible.
- ☐ 2. POST THE WARNING SIGN PRIOR TO STARTING CLEANUP.
- ☐ 3. Remove warning signs when cleanup is complete.

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GROUP LEADER'S CHECKLIST
(continued)

AFTER THE CLEANUP:

- ___ 1. Collect safety vests and warning signs.
- ___ 2. Notify Adopt-A-Road Program Coordinator that cleanup is complete. Report where litter bags are located, number of bags, and location of any hazardous materials and animal carcasses.

CLEANUP & SAFETY PROCEDURES

Cleanup & Safety Procedures **MUST** be reviewed
with the entire group prior to **EVERY** cleanup.

1. All participants must be aware that working along a public road may be hazardous and that strict adherence to these procedures is required.
2. Groups with members less than 16 years old must be supervised by adults 18 years or older (1 adult for every 5 participants under age 16). All participants **MUST** be at least 12 years old.
3. Large groups should be divided into teams of 12 or fewer members. A Team Leader must be designated for each team.
4. Cleanup attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear.
5. Litter pickup may be performed only during daylight hours and in good weather conditions.
 - ◆ Avoid peak traffic hours.
 - ◆ Abandon activity in the event that weather turns inclement during a cleanup.
6. Participants **MUST** meet at a designated area outside their cleanup area to review Cleanup and Safety Procedures.
7. After reviewing Cleanup and Safety Procedures, participants should car pool to the cleanup area. Park as far off the road as possible.
8. Group members must arrive on site wearing their orange safety vests, and are required to wear the safety vest at all times during a cleanup.
9. Upon arrival at your designated section of road, the safety warning signs must be affixed to the Adopt-A-Road signs. Do not forget to remove them at the end of the day.
10. Teams must work facing oncoming traffic at all times. Stay away from construction sites, county maintenance activities, bridges, ramps, and intersections.

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CLEANUP & SAFETY PROCEDURES (continued)

11. Cleanup activities should be performed off the roadway only. Avoid performing cleanup activities in the roadway itself.
12. Appoint a spotter to observe traffic conditions when working near roadway, or a narrow shoulder.
13. If emergency vehicles come into your area, remember that cars will be pulling onto the shoulder area to let them pass - move out of their way in advance and give them room.
14. Use blue bags for recyclables and regular trash bags for non-recyclables.
15. Trash bags should not be overfilled. Tie bags securely using the top portion of the bag. Place bags beside shoulder where they will not be hit.
16. Never pick up or handle discarded car batteries, animal carcasses, potentially dangerous/hazardous materials or any object that appears questionable. Team Leaders should report these items to the Group Leader.
17. Alcoholic beverages and drugs are prohibited at all times.
18. Never distract motorists with horseplay or abrupt, erratic movements.
19. Team Leaders (along with the Group Leader) are responsible for ensuring compliance with Cleanup & Safety Procedures. In addition they are responsible for posting and retrieving the warning signs, assigning spotters where necessary and reporting hazardous materials to the Group Leader.
20. The Group Leader should discuss the following:
 - ◆ The location of the nearest hospital and the first aid kit.
 - ◆ Hazards observed along the cleanup route.
 - ◆ Drink plenty of fluids and protect yourself from the sun.
 - ◆ Avoid poisonous plants.
 - ◆ Any other hazards that may be encountered.

ADOPT-A-ROAD PROGRAM APPLICATION

GROUP NAME: _____

PERSON TO CONTACT: _____

ADDRESS: _____

PHONE NUMBERS: HOME _____ WORK _____

E-MAIL ADDRESS: _____

NAME OF ROAD TO ADOPT: _____

Beginning At: _____

Ending At: _____

NAME TO APPEAR ON SIGN: (each row will be centered on sign)

ONE OR TWO ROWS OF UP TO TWELVE LETTERS

Signature: _____ DATE: _____

FOR DEPARTMENT OF PUBLIC WORKS PNLY

LOG NO: _____

ROAD CHECK BY: _____ DATE: _____

Risk Management

APPROVED BY: _____ DATE: _____

Program Coordinator

COMMENTS: _____

ROAD ADOPTABLE: YES NO

ADOPTION AGREEMENT

This Agreement made this _____ day of _____, _____, by and between Harford County (hereinafter "the County") and _____ (hereinafter "the Group").

In consideration of the mutual benefits received by the County and the Group from participation in the Adopt-A-Road program, the parties hereto agree as follows:

1. The Group hereby adopts the following road section:
road name: _____
from: _____
to: _____

2. The Group accepts responsibility for participating in the Adopt-A-Road program on the above-described road section in accordance with the Guidelines for Participation and the Cleanup & Safety Procedures which are attached as Exhibit 1 and Exhibit 2.

3. By the signature below, the Group acknowledges that each of its members participating in the Adopt-A-Road program will be advised of the potentially hazardous nature of the work and will agree to abide by the Cleanup & Safety Procedures which are attached.

4. The Group agrees that in the event the identity of the designated group leader is changed during the participation of the Group in the Adopt-A-Road program, it will provide in writing to the County the name, address and telephone numbers of the newly designated group leader .

5. The Group hereby releases the County, its agents, and employees from any liability for damages or injuries resulting from its participation in the Adopt-A-Road program. The Group furthermore agrees to indemnify and hold the County harmless for any injuries or damages resulting from or related to its participation in the Adopt-A-Road program.

Harford County

Volunteer Group

Adopt-A-Road Program Coordinator

Group Leader

Log Number

Address

Telephone No. (Work and Home)